

Marin District
Volunteer Duty Statement

PARK HOST
Olompali State Historic Park

ESSENTIAL JOB FUNCTIONS STATEMENT

Volunteer positions interpret park features to the public; assist with aspects of park operation, visitor services, and maintenance work. The essential job functions of these positions include and are not limited to: visitor services, light maintenance, effective communication, teamwork, assisting with park programs, accounting and recordkeeping.

JOB TITLE: Park Host

PURPOSE: To provide an on-site presence at Olompali State Historic Park. The park host responds to visitor inquiries, opens and closed gates, assists with park interpretive programs, and does light maintenance/litter pickup. This position also cleans restroom and assists w/ maintenance projects as needed.

TIME COMMITMENT: Minimum of 30 hours per week

PRIMARY DUTIES:

- Assist park staff with park operations. This includes parking lot fee collection, fee processing and registration.
- Alert park visitors to rules and regulations, provide visitors with trail information, maps & brochures
- Inform visitors about park interpretive programs
- Do a litter check in the park and clean restroom, restock toilet paper as needed
- Sell items in the Visitor Center and maintain inventory
- Open/close the park gate. The gate opens at 10am and closes at 5pm

REQUIREMENTS:

- Successfully completes all CA State Parks paperwork and completes the required training program
- Wears the required Park Host uniform
- Maintains pleasant working relationships with park staff, fellow volunteers, and the public – teamwork and communication skills essential
- Provides accurate information in a friendly, positive manner
- Hosts must be available to work on Friday, Saturday, and Sunday

SUPERVISORS: TOP Chairperson Diane Einstein and State Parks Supervisor, Ryen Goering

TRAINING: Minimum of 4 hours of volunteer orientation training

ESSENTIAL FUNCTIONS: Ability to stand, walk, sit – some bending, lifting, squatting, sweep, wipe – ability to go up and down stairs and walk back and forth many times a day – listen, speak

I (Print) _____ understand and agree to the duty statement above.

(Signature) _____ (Date) _____